

CIARA BANKSTON

432-312-6062



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Sales Auditor

15682 Regian Dr. Lindale, TX 75771



SUMMARY

Detail-oriented and highly organized Sales Auditor with 3 years of experience in billing corrections and accounts reconciliation. Skilled in processing credit card sales, bank transfers, cash applications, and billing adjustments across multiple ready-mix plants. Proficient in JDE, Command and MS Office tools (Excel, Word) with a keen attention to detail and a strong customer service focus. Currently pursuing a Bachelor's in Business Administration to enhance business management expertise. Eager to apply my auditing and accounting skills in a dynamic role to support organizational efficiency.

EDUCATION

Odessa High School

High School Diploma — Graduated: 2007

Tyler Junior College

Tyler Junior College (TJC) — For Associate's Degree in Applied Science. After completion I will transfer over to a University to finish out my Bachelor's Degree in Business Administration.

SKILLS

- Software: JDE, MS Office (Excel, Word, Outlook), Command
- Core Skills: Credit card sales processing, bank transfers, cash applications, billing adjustments, tax corrections, COD management, sales auditing, invoicing, customer service, attention to detail, financial reconciliation.

REFERENCES

Sumer Cline – Regional Marketing Director
Phone: (832) 231-1342

Lance Mathis – Area Manager
Phone: (903) 987-1260

James Bishop – FNP
Phone: (903) 316-9440

PROFESSIONAL EXPERIENCE

Sales Auditor

MARTIN MARIETTA — Feb 2022 – Present

- Process credit card sales, ensuring accurate transaction entry and reconciliation.
- Manage bank transfers from local bank to corporate accounts, ensuring timely and accurate processing.
- Apply cash applications from 31 different ready-mix plants, ensuring accurate allocation of payments.
- Process credit/rebills, MRA credits/debits, tax corrections, and small balance write-offs, ensuring proper adjustments and records.
- Maintain and update a COD (Cash on Delivery) log for all 31 ready-mix COD orders, ensuring prompt and accurate payments.
- Support Sales Coordinator with determining taxability of orders and customers, ensuring compliance and accuracy in financial reporting.
- Balance and reconcile daily reports from POS, ensuring the accuracy of sales data.
- Prepare and release billing tickets, maintaining accurate logs for invoicing.
- Process credits and corrections in Command, maintaining clear records for financial accuracy.
- Maintain a sales tax exemption log and handle cash sales reconciliation.
- Utilize JDE, Command, and MS Office (Excel, Word) to facilitate reporting and streamline daily tasks.